

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. Fire Lieutenants work under the direction and supervision of a superior officer as designated by the Fire Chief and have the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all fire alarms and determines the most direct route to the fire to be taken by the fire company making sure all laws and safety regulations are followed. Assumes incident command and directs work until relieved of command by a superior officer. Determines the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Assist superior officer in performing size-up of an emergency scene. Makes recommendations to officer in charge regarding appropriate equipment procedures. Supervises and performs emergency scene operations involving fire suppression, pumper operations, forcible entry, ventilation, salvage and overhaul, and the containment and control of hazardous materials. Supervises search and rescue and emergency medical procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Participates in fire prevention and safety education. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Recommends corrections for unsafe practices and conditions. Draws preplanning maps and diagrams.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighter/Operators. Supervises subordinate personnel and assists in departmental training in firefighting techniques. Conducts employee performance evaluations, discusses work performance with subordinates and keeps Fire Captain advised of subordinates' work performance. Resolves employee complaints and grievances. Counsels subordinates when there is a performance or personnel problems. Recommends corrective action. Briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift, reviews records of previous shift activity and issues work assignments to subordinates.

Directs and assists with the regular inspection and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Supervises and provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports, and personally completes forms and records, as assigned.

Participates in special community projects designed to improve public relations or the image of the fire department. Assist superior officer in coordinating the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Oversees and participates in tours of department facilities.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be

met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.